

**CA-PMM****Project Name:** Vehicle Financial Responsibility (VFR) - DMV Implementation**OCIO Project #:** 2740-187**Department:** Motor Vehicles**Reporting Period:** From: To:**Team Member to Project  
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
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## Team Member to Project Manager


## CA-PMM

**Project Name:** Vehicle Financial Responsibility (VFR) - DMV Implem

**OCIO Project #:** 2740-187

**Department:** Motor Vehicles

**Reporting Period:** From: 6/1/09 To: 6/30/09

## Project Manager to Sponsor

### Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Delay in procurement of the	None	None
2. Were any key milestones or deliverables rescheduled?	Yes	Contract Award	None	None
3. Was work done that was not planned?	No	N/A	N/A	N/A
4. Were there any changes to scope?	No	N/A	N/A	N/A
5. Were tasks added that were not originally estimated?	No	N/A	N/A	N/A
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	Furlough Program and resources	27 calendar day delay to scheduled implementation.	Continue to monitor schedule to insure on
8. Are there any new major issues?	No	N/A	N/A	N/A
9. Are there any staffing problems?	No	N/A	N/A	N/A

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No	N/A	N/A
2. Do any key milestones or deliverables need to be rescheduled?	No	N/A	N/A
3. Is there any unplanned work that needs to be done?	No	N/A	N/A
4. Are there any expected or recommended changes to scope?	No	N/A	N/A
5. Are there any tasks not originally estimated that will need to be added?	Yes	A task to add Users to the new web applications in the TAME environment was not incorporated into the original estimates. After discussion with the impacted group, there is no anticipated impact to the implementation date.	Add the new task to the schedule.
6. Are there any tasks or milestones that should be removed from the plan?	No	N/A	N/A
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	The design phase was delayed due to the furlough program and the mandatory fee increases, resulting in a 27 calendar day delay in the project implementation.	Continue to monitor project to insure no additional delays occur.
8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	No	N/A	N/A

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## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Web Applications complete, Letters programming complete, paper and envelopes for letters ordered and received.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Analysis	11/1/08	6/26/09	Delayed	Schedule originally estimated incorrectly, furlough and fee changes caused temporary resource reallocation. The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	
Design	12/2/08	6/26/09	Delayed	Schedule originally estimated incorrectly, furlough and fee changes caused temporary resource reallocation. The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	
Build	6/30/09	8/6/09	Delayed	Schedule originally estimated incorrectly, furlough and fee changes caused temporary resource reallocation. The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	
Test	9/1/09	10/19/09	Delayed	Schedule originally estimated incorrectly, furlough and fee changes caused temporary resource reallocation. The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	

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## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Continue to monitor schedule to insure no further slippage occurs.
Milestones		X		Directly related to schedule impacts from Furlough and mandated fee changes, Continue to monitor to insure no further slippage.
Deliverables		X		Continue to monitor schedule to insure no further slippage occurs.
Resources	X			N/A
OneTime Cost	X			N/A
Continuing Cost	X			N/A

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## Sponsor to Executive Committee

### Summary Milestones and Highlights

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Analysis	11/1/08	6/26/09	Delayed	The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	
Design	12/2/08	6/26/09	Delayed	The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	
Build	6/30/09	8/6/09	Delayed	The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	
Test	9/1/09	10/19/09	Delayed	The cumulative impact of the incorrect estimates, furloughs and fee changes resulted in a 27 day delay to the implementation date.	

<b>Variances</b> Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		x		Continue to monitor schedule to insure no further slippage occurs.
Milestones		x		Continue to monitor schedule to insure no further slippage occurs.



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Deliverables		x		Continue to monitor schedule to insure no further slippage occurs.
Resources	x			N/A
One Time Cost	x			N/A
Continuing Cost	x			N/A

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	1 Yellow	
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	1 Yellow	
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	
	Medium	1		

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	Weak	2	5
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Please see 'Vendor Viability Rating Rationale' in the box provided below.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>6</b>	<b>G</b>	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

### Vendor Viability Rating Rationale

The vendor that was awarded this project is the same vendor that currently administers the Vehicle Registration Financial Responsibility Program for California DMV and is familiar with the programs and functions required for this project. The vendor has multiple web services applications in production with other clients that are of similar complexity and deployed in similar type environments.